

RQ-2



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

March 31, 2004

Abbi G. Easter, Treasurer  
Democratic Party of Virginia –  
Federal Campaign Committee  
1108 E Main Street, 2<sup>nd</sup> Floor  
Richmond, VA 23219

Response Due Date:  
April 30, 2004

Identification Number: C00155952

Reference: Mid-Year Report (1/1/03 -- 6/30/03)

Dear Ms. Easter:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-Your report discloses receipts totaling \$50,000 from Dollars for Democrats, which is a joint fundraising committee(s) affiliated with your committee. Please be advised that a memo Schedule A must be provided to itemize your committee's share of the gross contributions received through the joint fundraiser(s). The memo schedule should itemize each individual who has contributed an aggregate in excess of \$200 during the calendar year, and provide the amount of unitemized contributions received. In addition, the memo schedule should itemize your committee's share of all contributions from political committees, regardless of amount. Please amend your report by providing the omitted memo schedule(s). 11 CFR §102.17(c)(8)(i)(B)

-Commission Regulations require that a committee disclose the identification of all individuals who contribute in excess of \$200 in a calendar year. (11 CFR §104.3(a)(4)(i)) Identification for an individual is defined as the full name, mailing address, occupation and name of employer. (11 CFR §100.12) Your report discloses contributions from individuals for which the identification is not complete.

You must provide the missing information, or if you are unable to do so, you must demonstrate that "best efforts" have been used to obtain the